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TOWN OF ARLINGTON

DEPARTMENT OF HUMAN RESOURCES

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PAY AND CLASSIFICATION PLAN

Fiscal Year 2019

**Please note: The following Union Contracts
have not been settled as of July 1, 2018.**

**AFSCME
SEIU
Patrol Officers
Ranking Officers**

Issued June 2018

SEIU
ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL
CLASSIFICATION PLAN

GRADE	POSITION TITLES	GRADE	POSITION TITLES
ATP-14	DP Systems Manager	ATP-7	Local Building Inspector Senior Programmer Tech Resource Admin- Hous. & Disability Supervisor of Bldg Maintenance Supervisor of Motor Equip. Repairs Park Maintenance Supervisor Forestry Supervisor Cemetery Supervisor Supervisor of Recreation Recreation Facilities Supervisor Network and Desktop Support Technician
ATP-13	NO POSITIONS ASSIGNED		
ATP-12	Operations Manager - DPW		
ATP-11	Assistant Town Engineer Executive Director - COA Production Coordinator/Comp. Op. (SS) Supt. Of Building Maintenance Deputy Treasurer/Deputy Collector		
ATP-10	Dir of Housing and Disability – Weath Senior Civil Engineer	ATP-6	Supervisor of Custodians - Night Senior Crime Analyst – Community Safety Director of Veteran's Services
ATP-9	Supervisor of Highway Supervisor of Water & Sewer Custodial Supervisor – Day Assistant Comptroller	ATP-5	NO POSITIONS ASSIGNED
		ATP-4	Administrative Assistant – Police
ATP-8	Plumbing and Gas Inspector Master Mech/Public Safety Radio Coord. Wire Inspector/Supt. Of Wires	ATP-3	Assistant Town Clerk
		ATP-2	NO POSITIONS ASSIGNED
		APT-1	NO POSITIONS ASSIGNED

**SEIU Administrative, Technical and Professional Salary Plan
FY2018**

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
SEIU/APT 1	34,957	36,268	37,628	39,038	40,502	42,022	43,597	45,233
SEIU/ATP 2	38,842	40,298	41,809	43,376	45,003	46,693	48,442	50,258
SEIU/ATP 3	44,083	45,736	47,454	49,232	51,078	52,995	54,980	57,044
SEIU/ATP 4	50,255	52,140	54,097	56,124	58,231	60,413	62,679	65,029
SEIU/ATP 5	52,770	54,748	56,800	58,934	61,140	63,432	65,813	68,282
SEIU/ATP 6	55,143	57,212	59,357	61,583	63,893	66,288	68,775	71,353
SEIU/ATP 7	57,624	59,787	62,027	64,354	66,768	69,271	71,868	74,563
SEIU/ATP 8	59,643	61,878	64,198	66,606	69,105	71,696	74,384	77,173
SEIU/ATP 9	61,729	64,043	66,445	68,937	71,523	74,205	76,986	79,873
SEIU/ATP 10	63,891	66,286	68,773	71,351	74,026	76,802	79,682	82,671
SEIU/ATP 11	67,722	70,264	72,897	75,631	78,467	81,408	84,464	87,631
SEIU/ATP 12	73,141	75,885	78,728	81,681	84,712	87,922	91,220	94,640
SEIU/ATP 13	78,263	81,197	84,240	87,400	90,675	94,077	97,605	101,268
SEIU/ATP 14	85,305	88,503	91,822	95,265	98,840	102,545	106,390	110,380

**NON UNION
ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL
CLASSIFICATION PLAN**

GRADE	POSITION TITLES	GRADE	POSITION TITLES
ATP-14	Town Engineer	ATP-7	Health Compliance Off/Inspections Domestic Violence and Community Resource Specialist Social Worker - COA
ATP-13	Assistant Director of IT Public Information Officer Director of Youth Services	ATP-6	Executive Secretary/AA – TM Environmental Planner/Conservation Agent Supervisor Vol. Services Management Analyst – Town Manager Administrative Assistant / Claims Coordinator Paralegal Administrative Assistant – Facilities Tree Warden
ATP-12	Assistant Director of Planning & Community Development Assistant Director of Public Works Munis Analyst and Project Manager Purchasing Officer Economic Development Coordinator Systems Analyst/Director of GIS	ATP-5	Health Compliance Off/Sealer of W&M Office Manager – BOS Recycling Coordinator
ATP-11	Director of Public Health Psychologist	ATP-4	Benefits Administrator Senior Loan Officer
ATP-10	Clinical Director - AYCC	ATP-3	Administrative Asst. – BOS Pre-School Director After School Program Director
ATP-9	No Positions Assigned	ATP-2	Assistant After School Program Director Medical Records Clerk
ATP-8	Assistant Clinical Director – AYCC Geriatric Nurse Clinician Public Health Compliance Officer Youth Coalition Director Public Health Nurse Senior Planner Assistant Director – Human Resources Energy and Project Manager	APT-1	After School Instructor – Recreation Pre-School Instructor

Administrative, Technical and Professional Salary Plan

FY 2019

NON-UNION

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
ATP 1	35,483	36,813	38,194	39,627	41,114	42,655	44,255	45,912
ATP 2	39,426	40,905	42,439	44,029	45,681	47,394	49,172	51,014
ATP 3	44,750	46,428	48,170	49,975	51,849	53,793	55,808	57,903
ATP 4	51,013	52,927	54,912	56,971	59,107	61,322	63,624	66,009
ATP 5	53,563	55,573	57,658	59,819	62,063	64,390	66,804	69,310
ATP 6	55,975	58,073	60,252	62,511	64,856	67,287	69,810	72,428
ATP 7	58,495	60,687	62,963	65,323	67,773	70,315	72,952	75,687
ATP 8	60,541	62,811	65,167	67,611	70,145	72,777	75,504	78,337
ATP 9	62,660	65,009	67,448	69,976	72,601	75,324	78,148	81,079
ATP 10	64,855	67,285	69,808	72,426	75,141	77,960	80,883	83,917
ATP 11	68,744	71,322	73,996	76,770	79,651	82,637	85,735	88,951
ATP 12	74,244	77,025	79,916	82,915	86,022	89,248	92,596	96,066
ATP 13	79,441	82,420	85,509	88,716	92,044	95,494	99,078	102,792
ATP 14	86,592	89,839	93,207	96,701	100,328	104,092	107,991	112,042

AFSCME
ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL
CLASSIFICATION PLAN

GRADE	POSITION TITLES
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ATP 14 – ATP7 – No Positions Assigned

ATP-6	Junior Civil Engineer CDBG/Grants Administrator Cash Manager
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ATP-5	Assessor's Office Manager. Office Manager – Treas. (Data Input)
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ATP-4	Head of Circulation Administrative Asst/Billing Agent AYCC HVAC Technician Office Manager - Fire
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ATP-3	Animal Control Officer Building Maintenance Craftsman
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ATP-2	Water Account Clerk
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APT-1	No Positions Assigned
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Administrative, Technical and Professional Salary Plan

FY 2018

AFSCME

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
ATP 1	34,787	36,091	37,445	38,850	40,308	41,819	43,387	45,012
ATP 2	38,653	40,103	41,607	43,166	44,785	46,465	48,208	50,014
ATP 3	43,873	45,518	47,225	48,995	50,832	52,738	54,714	56,768
ATP 4	50,013	51,889	53,835	55,854	57,948	60,120	62,376	64,715
ATP 5	52,513	54,483	56,527	58,646	60,846	63,127	65,494	67,951
ATP 6	54,877	56,934	59,071	61,285	63,584	65,968	68,441	71,008
ATP 7	57,348	59,497	61,728	64,042	66,444	68,936	71,522	74,203
ATP 8	59,354	61,579	63,889	66,285	68,770	71,350	74,024	76,801
ATP 9	61,431	63,734	66,125	68,604	71,177	73,847	76,616	79,489
ATP 10	63,583	65,966	68,439	71,006	73,668	76,431	79,297	82,272
ATP 11	67,396	69,924	72,545	75,265	78,089	81,017	84,054	87,207
ATP 12	72,788	75,515	78,349	81,289	84,335	87,498	90,780	94,182
ATP 13	77,883	80,804	83,832	86,976	90,239	93,622	97,135	100,776
ATP 14	84,894	88,077	91,379	94,805	98,361	102,051	105,874	109,845

**OFFICE ADMINISTRATIVE/NON UNION
CLASSIFICATION PLAN**

<u>GRADE</u>	<u>POSITION TITLES</u>
OA-1	No Positions Assigned
OA-2	Receptionist – HHS Sr. Clerk & Typist – Library
OA-3	No Positions Assigned
OA-4	Pr. Clerk – DPW Pr. Acct. Cl./Bk. - DPW Zoning Assistant
OA-5	Information and Referral Specialist – COA Assistant Benefits Coordinator - HR
OA-6	Assistant Claims Coordinator - Legal
OA-7	No Positions Assigned

**OFFA Salary Plan
AFSCME and NON-UNION
FY 2018**

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	30,984	32,144	33,350	34,599	35,898	37,242	38,640	40,088
2	32,531	33,752	35,017	36,329	37,693	39,108	40,573	42,094
3	37,086	38,477	39,920	41,418	42,970	44,580	46,253	47,987
4	38,754	40,208	41,715	43,282	44,903	46,586	48,334	50,148
5	40,499	42,017	43,593	45,229	46,924	48,683	50,508	52,403
6	43,536	45,171	46,864	48,619	50,443	52,334	54,297	56,333
7	46,149	47,880	49,674	51,539	53,470	55,476	57,554	59,712

OFFICE ADMINISTRATIVE/AFSCME CLASSIFICATION PLAN

<u>GRADE</u>	<u>POSITION TITLES</u>
OA-1	Telephone Operator
OA-2	Sr. Clerk & Typist - Town Clerk Sr. Clerk & Typist - Assessors Library Assistant
OA-3	Pr. Acct. Clerk/Cashier - Treasurer Output Media Handler Pr. Clerk - Cemetery Pr. Clerk & Sec. - ZBA
OA-4	Pr. Clerk - DPW Pr. Acct. Cl./Bk. - DPW Senior Library Assistant Asst. Reg. Voters Detention Attendant Recreation Administrative Asst - Payroll Recreation Administrative Asst - Accounts Payable Zoning Assistant
OA-5	Pr. Clerk & Sec. - Weatherization Administrative Assistant - DPW Head Cashier Pr. Sr. Acct. Cl./Bk. - Treasurer Pr. Acct. Cl./Bk. - Comptroller Pr. Clerk & Typist - Community Safety Assistant Collector (W) Assistant Collector (E) Records Attendant - Police Treasurer's Assistant Special Projects Clerk - Police
OA-6	Administrative Assistant - Planning and Community Development Acct./Op. Asst. - DPW Assistant Collector (RE) Office Manager - Health and Human Services Office Manager - Library Senior Accountant
OA-7	Data Collector Information Technology Administrative Assistant

**OFFA Salary Plan
AFSCME
FY 2018**

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	30,376	31,514	32,696	33,921	35,194	36,512	37,882	39,302
2	31,893	33,090	34,330	35,617	36,954	38,341	39,777	41,269
3	36,359	37,723	39,137	40,606	42,127	43,706	45,346	47,046
4	37,994	39,420	40,897	42,433	44,023	45,673	47,386	49,165
5	39,705	41,193	42,738	44,342	46,004	47,728	49,518	51,375
6	42,682	44,285	45,945	47,666	49,454	51,308	53,232	55,228
7	45,244	46,941	48,700	50,528	52,422	54,388	56,425	58,541

**680 UNION
MC
CLASSIFICATION PLAN**

GRADE	POSITION TITLES
MC 8	Bldg Craftsman (Planning and CD) Working Foreman/Motor Equip. Rep. Electrician Plumber HVAC Technician II Working Foreman - Tree Climber Working Foreman Highway Working Foreman Water & Sewer
MC 7	Motor Equipment Repairman - DPW Motor Equipment Repairman - Comm. Safety Working Foreman - Carpenter Working Foreman - Cemetery Working Foreman - Laborer Working Foreman - Paint Shop Working Foreman - Mason
MC 6	Senior Building Custodian - AHS Public Safety Dispatcher Motor Equipment Operator III - Water Motor Equipment Operator III - Catch Basin Motor Equipment Operator III - Crane Water Systems Maintenance Craftsman Tree Climber
MC 5	Special Motor Equip. Operator III Heavy Motor Equipment Operator II - Patch Crew Carpenter Mason Dispatcher - DPW
MC 4	Senior Building Custodian - Town Construction Handyman Senior Building Custodian - School Heavy Motor Equipment Operator II Park Maintenance Craftsman Facility Attendant
MC 3	Motor Equipment Operator I
MC 2	Bldg Custodian - School
MC 1	Laborer - Natural Resources Grounds Maintenance Worker Laborer - Highway, Water, Sewer Watchman/Laborer Parking Control Officer* Van Driver*

*Non Union Positions

As amended June 2018

680 MC Positions Salary Plan **FY2018**

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6
MC1	17.49	18.19	18.93	19.70	20.48	21.30
MC2	18.83	19.57	20.34	21.17	22.01	22.88
MC3	19.28	20.05	20.88	21.71	22.55	23.46
MC4	19.87	20.66	21.50	22.34	23.23	24.17
MC5	20.60	21.45	22.29	23.19	24.09	25.06
MC6	21.75	22.63	23.52	24.46	25.44	26.47
MC 7	22.73	23.63	24.57	25.56	26.59	27.65
MC8	23.41	24.35	25.30	26.34	27.38	28.47

**PROFESSIONAL LIBRARIANS
CLASSIFICATION PLAN**

GRADE	POSITION TITLES
L 4	Assistant Library Director
L 3	Head of Adult Services Head of Children's Services Head of Technology
L 2	Head of Technical Services Branch Librarian Teen Services Librarian Technology Librarian
L 1	Adult Services Librarian Adult Services/Tech. Services Librarian Childrens' Librarian

SALARY PLAN
Fiscal Year 2019
Professional Librarians

Grade	MINIMUM	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
1	52,275	54,236	56,271	58,380	60,569	62,841	65,197
2	58,918	61,127	63,421	65,798	68,266	70,826	73,482
3	64,699	67,125	69,641	72,253	74,963	77,774	80,690
4	73,110	75,851	78,695	81,646	84,708	87,885	91,180

**Patrol Officer's Association,
Ranking Officer's Association,
and Firefighters'
Classification and Salary Plans
Fiscal Year 2019**

PATROL OFFICER'S ASSOCIATION	
FY18	
MINIMUM	54,639
MIDPOINT	57,353
MAXIMUM	60,094

RANKING OFFICERS ASSOCIATION				
FY18				
	Step 1	Step 2	Step 3	Step 4
SERGEANT	70,901	71,610	72,319	73,028
LIEUTENANT	82,954	83,783	84,613	85,442
CAPTAIN	96,226	97,188	98,151	99,113

FIREFIGHTERS	
FY19	
Firefighter Step 1	53,626
Firefighter Step 2	55,434
Firefighter Step 3	60,254
Firefighter Step 4	60,254
Firefighter Step 5	60,977
Firefighter Step 6	61,587
	62,326
Lieutenant	72,298
Captain	83,143
Deputy Chief	95,614

Management Classification and Salary Plan

FY 2019

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	RANGE	Mid-point	Maximum
3	104,051	107,954	112,000	116,201	120,561		125,080	150,358
2	94,592	98,140	101,818	105,638	109,600		113,710	136,690
1	85,372	88,575	91,895	95,342	98,918		102,626	123,367

Management 3
 Benefits Attorney/Workers' Compensation Agent
 Chief of Fire (Fire and Rescue)
 Chief of Police
 Chief Technology Officer
 Deputy Town Manager
 Director of Public Works
 Facilities Director
 Town Counsel

Management 2
 Comptroller
 Director of Inspectional Services
 Director of Planning and Development
 Library Director

Management 1
 Assistant Town Manager
 Board Administrator
 Director of Assessment
 Director of Health and Human Services
 Director of Human Resources
 Director of Recreation

Note: Progression through steps and the range based on performance.